

NOTE TO APPLY: Go to CPOL.army.mil, open vacancy announcement click on self-nominate, complete form and send. Track activity on your resume in ANSWER.

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: SWGI04925911

Changes to the Job Announcement: N/A

Opening Date: May 18, 2004

Closing Date: June 01, 2004

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| Position: | Contract Specialist, GS-1102-7/09 |
| Salary: | \$33,071 - \$52,591 Annual |
| Place of Work: | US Army Engineer District, Memphis, Contracting Division, Supply Service Contracts Branch, Memphis, TN |
| Position Status: | This is a Permanent position. -- Full Time |
| Number of Vacancy: | 1 |

Click on links for more information

Duties: Contract specialist responsible for all aspects of a new acquisition from initiation of the procurement action through contract award and the start of contractor performance. Uses sealed bidding or negotiation procedures to contract for a variety of supplies and services, including architect-engineering services and construction. Contract types include firm fixed price, indefinite quantity, time-and-materials, and indefinite delivery order types. Reviews the procurement request and analyzes requirement upon receipt of requisition and determines appropriate contracting method and type of contract. Reviews procurement requests and analyzes required documents and approvals are obtained prior to bid opening. Ensures that bids are properly received, opened, and recorded. Prepares and ensures that the abstract is properly distributed. Prepares all contract award documents, using current automated contracting software application system, and associated reports and correspondence.

Who May Apply:

- All Federal employees serving on a career or career-conditional appointment.
- Reinstatement eligibles.
- NAF/AAFES Interchange Agreement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Veterans eligible as 30% Disabled Veterans.
- Veterans' Recruitment Authority (VRA).
- Employment Program for People with Disabilities eligibles.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

- Family member employees eligible under Executive Order 12721.
- Defense Civilian Intelligence Personnel System (DCIPS) eligibles.

Qualifications: Click on link below to view qualification standard.

[General Schedule](#)

- **BASIC REQUIREMENT** for GS-1102s coming into DoD (includes former DoD employees) and for NEW contracting officers with authority to award or administer contracts above the simplified acquisition threshold: A) A bachelors degree with a major in any field; AND B) At least 24 semester credit hours in any of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Your resume must include a listing of applicable courses and number of hours completed. Current DoD employees who held a GS-1102 position any time prior to 1 Oct 00 must meet time in grade and specialized experience requirements only. This includes current or former contracting officers with authority to award or administer contracts above the simplified acquisition threshold regardless of appointment type, e.g., temporary, excepted, etc. In addition to the Basic Requirement applicants must possess 1 year of Specialized Experience equivalent to the GS-5 level for the GS-7 position. Specialized experience is defined as (1) the abstracting of bids covering the procurement of supplies and services; (2) the preparation and distribution of related contracts and supporting documents; (3) the preparation and maintenance of official contract files; and (4) the preparation and close out of blanket purchase agreements (BPA). To qualify for the GS-9 applicants must possess 1 year specialized experience equivalent to the GS-7 level. Specialized experience is defined as (1) developing, preparing and presenting terms and conditions in bids and proposals related to the award of contracts; (2) negotiating and awarding contracts; (3) administering the terms and conditions of contracts; (4) analyzing proposed prices or costs. Your resume must reflect the specific college course work and/or degree identified to receive consideration for this position. To be considered, your application material must contain listing of course work. Information must contain titles and credits earned. An official transcript will be required upon selection. **GENERAL INFORMATION:** Faxed resumes and self-nominations or resumes and self-nominations mailed at government expense will not be accepted. This announcement may be used to fill like vacancies for six months after the closing date. **BASIS OF RATING:** Ratings will be based upon applicants qualifications and information indicated in the resume. Applicants within 30 days of meeting all requirements may be referred for consideration. The selected applicants resume will be used to verify qualifications.
- **GS-07:** Bachelor's degree directly related to this occupation and 1 year of experience directly related to this occupation equivalent to at least the next lower grade level, or 1 year of graduate level education, or superior academic achievement.
- **GS-09:** Bachelor's degree directly related to this occupation and 1 year of experience directly related to this occupation equivalent to at least the next lower grade level, or 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree.
- The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.
- Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.

Other Information:

- Management may select at any of the grade levels announced.
- Noncompetitive promotion potential to target grade.
- Permanent Change of Station (PCS) expenses will be authorized.

Other Requirements:

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- Defense Acquisition Workforce Improvement Act Career Field Position: Contracting
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

How to Apply: (Click on How to Apply)

- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.

If your resume is currently in our central database, you may click here to [Self Nominate](#)

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: CPAC, Memphis, 901 544-3103,

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